Evaluation Express Award Application

To request Evaluation Set-Aside funds via the Evaluation Express Award, complete the following application. Please limit your application to three single-spaced pages.

Submit your application to evaluate@od.nih.gov.

Part 1: Identification

Project Title:

Applicant: (include name, title, IC or OD office, building, room, phone, fax, and email):

Part 2: Purpose of the Evaluation

Indicate the type of evaluation proposed and the rationale for conducting the evaluation.

Type of Evaluation – Indicate the <u>primary</u> type of proposed evaluation:

1. Needs Assessment
2. Feasibility Study
3. Process Evaluation
4. Outcome Evaluation

Rationale for the Evaluation – Briefly describe the rationale for conducting the evaluation (e.g., Congressional mandate, stakeholder interest, general interest).

Part 3: NIH Program to be Evaluated

Provide a brief description of the NIH program or activity under consideration, including the documented goals of the program/activity.

NIH Program/activity – Name and briefly describe the NIH program/activity to be examined (e.g., organizational location, history, program size/budget, # of FTEs).

Program goal(s) – Specify the documented goals of the program or the program's intended effect(s). Indicate which goals are relevant to the evaluation.

Part 4: Evaluation Design and Dissemination/Use of Results

Provide a list of key questions that you will address in the evaluation, a description of the study design, and your plans for disseminating and using the evaluation results.

Key Question(s) to be Addressed – List the specific study question(s). These questions define what you are trying to learn from the evaluation effort and should be linked to the relevant program goals in Part 3 above.

Study Design – Describe the overall approach you intend to use to answer the key question(s) (e.g., data sources, statistical sampling information, plans for data collection and analysis). Please note if the evaluation will require any clearances (e.g., OMB Clearance under the Paperwork Reduction Act).

Dissemination/Use of Results – Describe how you will disseminate the evaluation results and how the results of the evaluation will be used. Indicate whether or not you expect to make changes to the program based on the evaluation results.

Part 5: Project Management and Budget Estimate

Provide a project timeline, information about who will conduct the evaluation, and a summary of the anticipated costs and funding sources.

Estimated Timeline – Identify when each major evaluation task will occur, including expected start and end dates.

Project Implementation – Describe how the project will be implemented (e.g., independent consultant, contractor selected via an RFP, task order contract). Provide the name of the contractor/consultant(s) (if known) and attach the Statement of Work (if available).

Funding Amount Requested – Provide overall costs by category, including direct labor costs, other direct costs (e.g., printing, consultants, meetings, travel), and indirect costs (e.g., fringe benefits, overhead, contractor's fee). Indicate the anticipated source(s) of these funds (e.g., Evaluation Set-Aside, IC budget).